2002-2003 High Demand Projects

Application Guidelines

March 2002

Washington State
Board for Community and Technical Colleges
P.O. Box 42495
Olympia, WA 98504-2495

BACKGROUND

High Demand Projects are intended to support the extraordinary costs associated with the startup or improvement of high demand programs. High Demand Projects in rural areas (defined as those with population density of less than 100 persons per square mile – see Attachment B) may also be targeted at capacity, infrastructure, and other needs specific to rural communities. Special consideration will be given to consortia of colleges working in collaboration to address regional issues.

Proposals must respond to local economic development strategies. The key to economic development is to identify those sectors of the economy in which each region has a competitive advantage, and build partnerships with business leaders in those sectors to assess skill shortages and identify solutions. This process will require identification of the industries or sectors of the economy in need of skilled workers, now or in the future, and then building relationships with those industries in order to better understand their specific needs. Skill standards are the most direct mechanism for translating the skill needs of a particular job into curriculum that ensures that students are trained to do the job.

High Demand Project funds may be used for curriculum development and delivery (including on-line delivery), individualized training programs, vocational ESL, community outreach, facility preparation, equipment, the development of new skill standards, adoption of skill standards developed in other states or implementation of skill standards, new work-based learning or internship opportunities, or other economic development projects.   Eligible programs can include professional-technical programs, work-related basic skills, or integration of technical and basic skills.

Proposals must include a plan to continue programs developed with this funding. Although multiple year funding cannot be guaranteed, projects spanning two years will be accepted (including proposals funded in FY02 that can demonstrate successful outcomes). In cases of two-year projects, projects need to be designed in discrete one-year blocks. Should funding continue to be available in subsequent years, these two-year projects will receive special consideration (given successful outcomes in the prior year and the availability of funds). For 2003-05 we will consider two-year funding for High Demand Projects in coordination with the legislative biennial funding cycle**.**

The State Board for Community and Technical Colleges has identified approximately $4.4 million to be used by colleges for Workforce Development Projects for FY03. ***All of these funds are contingent upon the final approval of the FY03 state budget by the Legislature.*** There are three categories of Workforce Development Projects:

1. Workforce Base Allocations (up to $1,009,800)
2. **High Demand Projects (up to $2,800,000)**
3. Skill Standards Implementation (up to $525,000)

This document contains information, criteria, and application materials for the **High Demand Projects**.
There are separate guidelines for Workforce Base Allocations and Skill Standards Implementation.

HIGH DEMAND PROJECT OVERVIEW

In fiscal year 2003 (July 1, 2002 to June 30, 2003), funding for approximately 28 projects is available with awards in the $100,000 range for sole college applicants and in the $200,000 range for consortia of colleges. **A minimum of $1,000,000 will be awarded to rural colleges.** Colleges are limited to one project as the sole college applicant, and may also receive one award as part of a consortium of colleges working together to address regional issues. **In addition, projects that involve two or more colleges and are tied to a key strategic industry in the region will receive an additional one-half point added to their average score.** In cases where projects extend over a longer period of time, project budgets and outcomes need to be presented in discrete one-year blocks. Projects will be awarded based on the criteria listed on pages 4 and 5 of this document.

Projects that work to integrate ABE/ESL and professional-technical training in the same classroom will receive priority funding.

If the project entails the creation of a workforce education program, it must have State Board approval and be shown on the college's inventory of approved professional-technical programs, or a notice of intent must be on file.

Applications should include the following features:

- A link to local economic development strategies and a description of how the project will enhance the economic competitiveness of the region.

- Use of relevant labor market data and other evidence to demonstrate program demand.

- Strength of education-industry partnerships in identifying project need, program planning, design, and improvement.

- Use of industry-defined skill standards for program planning, design, and improvement.

- Documentation on how the college will sustain the program.

- Demonstration of the project's ability to serve students with deficits in basic literacy skills through simultaneous and integrated basic and technical skills training.

ELIGIBLE APPLICANTS

Program proposals will be accepted from any of Washington's community or technical colleges. A consortium of colleges, or consortium involving multiple colleges and other public education institutions, industry, and community partners may also apply. In all cases, a single community or technical college must be designated as the fiscal agent for the grant.

APPLICATION PROCESS

An external committee made up of representatives from industry, education, labor, and government will review each college's application(s). While a match of resources from program partners is not required, colleges are encouraged to solicit matching funds. The committee's recommendations will be submitted to the State Board for consideration, and will be used in the determination of which requests are funded. **All applicants will be notified of their status by June 30, 2002**.

Submit an original and ten (10) copies by 3 p.m. on Thursday, April 25, 2002 to:

      Pat Ward, Program Manager, Workforce Education
      State Board for Community and Technical Colleges
      319 East Seventh Avenue; PO Box 42495
      Olympia WA 98504-2495

Also email a copy to Pat Ward at pward@sbctc.ctc.edu.

Faxed plans/applications will not be accepted. Applications must be at the State Board office, in their entirety, on or before the due date/time.   This is necessary to ensure applications are sent to the review panel in accordance with established timelines.

ACCOUNTABLITY REPORT

A final report describing the activities and outcomes of approved projects will be due July 31, 2003 (see Attachment C).

ADDITIONAL INFORMATION

If you have any questions on the application process, please contact Pat Ward at 360-753-3651 or by e-mail at pward@sbctc.ctc.edu. For more information about the program planning and allocation process, contact Jim Crabbe, Senior Administrator, at 360-664-0493 or by e-mail at jcrabbe@sbctc.ctc.edu.

The following information and criteria are intended to help guide development of the application and provide the framework to evaluate your projects. **Please limit your application to six (6) pages in length, excluding the Cover Page, Budget Summary, and Advisory Committee Membership List forms.** The application Cover Page, Budget Summary, and Advisory Committee Membership List forms are attached.

1. **Cover Page**

   Complete the attached Cover Page including a brief summary of the project.

2. **Link to Economic Development**

   a. Describe the geographic and economic region your project is intended to serve.

   b. Provide evidence of the project's link to local economic development strategies and how the project will enhance the economic competitiveness of the region.

3. **Target Population**

   a. Describe the target population to be served. Include your plan for recruitment, assessment, and job placement.

   b. Provide evidence that the program will enable participants to qualify for living wage jobs.

4. **Partnership and Collaboration**

   a. Describe the process you used in working with industry and other local partners to identify the key strategic industry at which the project is targeted.

   b. Describe how the proposal demonstrates active participation by industry, business, labor/employees, community, workforce development councils, economic development councils, other community and technical colleges, and other relevant partners.

   c. Include a membership list of your general or local program advisory committee(s) on the attached form(s).

5. **Skill Standards**

   Describe how the plan incorporates industry-defined skill standards (if available) or other industry-endorsed standards, requirements, or competencies as a basis for program development or revision, performance assessments, and curriculum development.

6. **Integration of Basic Skills and Technical Skills**

   Describe the project's ability to serve students with deficits in basic literacy skills (i.e., simultaneous and integrated basic and technical skills training, incorporation of Adult and Family Literacy programs, or provision of the foundation skills for activities based on industry-defined skill standards).

7. **Accountability and Reporting**

   Please describe how the program or outcomes will be evaluated upon completion to determine its success and needed improvements. Describe strategies to assess and report student outcomes (i.e., student learning, earnings, employer satisfaction, etc.). Final reports for all funded programs/projects must be submitted to the State Board by July 31, 2003.

8. **Program Continuation**

   The state funds available under this application process are limited to the 2002-2003 annual budget period. Proposals must describe strategies to ensure the continuation of programs past this initial one-year funding.

9. **Plan Budget**

   a. Complete the attached Budget Summary.

   b. Explain how the budget presented on the Budget Summary form will lead to accomplishment of the plans and intended outcomes. Please note that these funds must be expended no later than June 30, 2003.

   c. Describe matching funds to be used in conjunction with the allocation. While projects do not require a match, colleges are encouraged to solicit matching funds. (See Attachment A for additional detail on matches.)

Project Title _____

Institution Name _____

Does your college fit the definition of "rural" college: ρ Yes   ρ No

Does this project involve two or more colleges, and
is it tied to a key strategic industry in the region: ρ Yes   ρ No

Address _____

Contact Person _____ Phone_____

Partner College _____

Address _____

Contact Person _____ Phone_____

Amount Requested _____ CIP Code_____

Estimated number of students to be served FY 2002-2003 _____

PROJECT SUMMARY: Provide a brief (100 words or less) summary of the proposal in the space provided.

By the signatures placed below, we acknowledge that we have been actively involved in developing and will
continue to work with the college to ensure the quality of High Demand programs.

Business and Labor Advisory Representatives: College Representative *(President or designee)*:

Signature _____   Signature _____

Position _____

                                                        Partner College Representative *(President or designee):*

Signature _____

                                                        Signature _____
Position _____

ADVISORY COMMITTEE MEMBERSHIP LIST
2002-2003 RURAL AND COMMUNITY DEVELOPMENT PROJECTS
STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

College _____   Date _____

<u>Members</u>:

Name _____   Title _____

Company: _____

Affiliation (check one): ρ business ρ labor organization ρ agency ρ other _____

Name _____   Title _____

Company: _____

Affiliation (check one): ρ business ρ labor organization ρ agency ρ other _____

Name _____   Title _____

Company: _____

Affiliation (check one): ρ business ρ labor organization ρ agency ρ other _____

Name _____   Title _____

Company: _____

Affiliation (check one): ρ business ρ labor organization ρ agency ρ other _____

Name _____   Title _____

Company: _____

Affiliation (check one): ρ business ρ labor organization ρ agency ρ other _____

Name _____   Title _____

Company: _____

Affiliation (check one): ρ business ρ labor organization ρ agency ρ other _____

Please include a membership list of your Basic Skills Advisory Committee, if applicable.

BUDGET SUMMARY FORM
2002-2003 HIGH DEMAND PROJECTS
STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES

Institution Name _____

Project Title_____

	Grant Fund	Other Funds*	Match* (if any)	Total	Narrative (Completion of this section is required)
Salaries and Benefits					
Travel					
Goods and Services					
Personal Services Contracts					
Equipment[1]					
Administration (10% Max-direct costs only) • Salaries and benefits • Travel • Goods and services • Equipment[1]					
TOTAL					

[1] Please note that for this program equipment is defined as a durable asset with a useful life of more than one year.

*List source of other funds and match

Comments or explanation of extraordinary costs:

_____

_____

_____

Attachment A

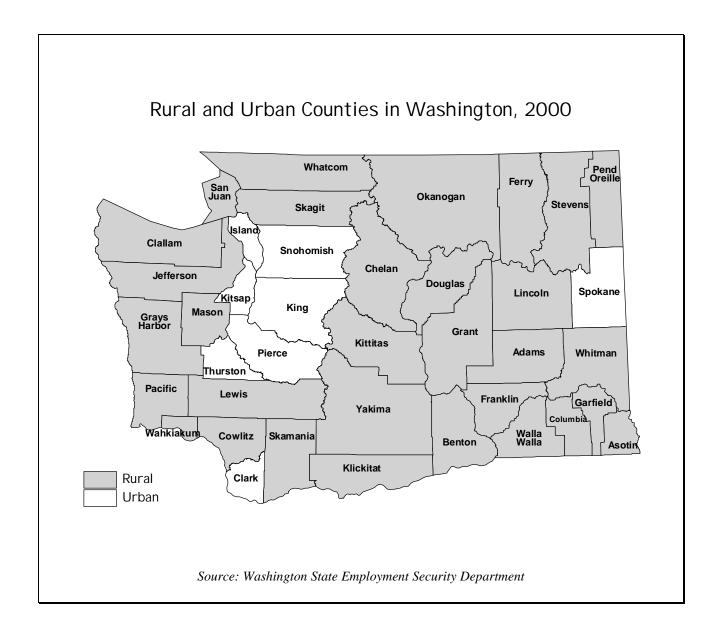**Matching Funds for High Demand Projects**
(not required, but priority assigned to those including match)

The quality of the match is also a consideration in the funding priority assigned to applications. Cash from an outside source is the best possible match, followed by foundation monies, equipment, goods and services, and in-kind matches, and will be considered in descending order.

- Matching funds: The preferred local (non-state) match is cash, but it may be either cash or in-kind, or a combination of the two.

- Quality of the non-state match: In-kind match requires documentation that demonstrates the fair market value of the proposed support and the method of calculating its value to the project. Colleges will be required to document all expenditures—whether cash or in-kind—that are claimed as part of the local match. Applicants who identify high quality match contributions (e.g., cash contributions, equipment donations, etc.) will be given greater consideration in the review process.

- In-kind match: In-kind match can be, but is not limited to:

    1) The current fair market value of donated equipment required for the program.

    2) The rental value of loaned equipment.

    3) The documented value of donated time of private-sector employees who are assigned specifically to support the program and who are responsible for outcomes related to program design, implementation, training, or management functions.

    4) The fair market value of private-sector facilities contributed to the program.

    5) Supplies and materials provided by private-sector partners to support the program.

Rural and Urban Counties in Washington, 2000

Whatcom

San Juan

Skagit

Ferry

Pend Oreille

Stevens

Okanogan

Island

Clallam

Snohomish

Chelan

Jefferson

Douglas

Lincoln

Spokane

Kitsap

Mason

King

Grays Harbor

Grant

Kittitas

Adams

Whitman

Pierce

Thurston

Pacific

Lewis

Yakima

Franklin

Garfield

Columbia

Wahkiakum

Cowlitz

Skamania

Benton

Walla Walla

Asotin

Clark

Klickitat

Rural
Urban

Source: Washington State Employment Security Department

Attachment C

**Workforce Development
High Demand Program Funding
2002-03 End-of-the-Year Report**

College _____

Grant award number: <u>Allocation</u> _____   Amount: **$**_____

High Demand Workforce Development grants were awarded for the development and expansion of high demand programs, demonstrated by employment demand, private sector support, and institutional capacity to carry out the program.

Equipment: $	Facilities: $
Goods and Services: $	Number of Students Served:
Match - In-kind: $	Resource
Match - Cash: $	Resource

Describe the project (include the names of targeted programs):

Describe the project's impact (include, as appropriate, increases in enrollment, student learning, student retention, student earnings, employer satisfaction, etc.):

Will this project/program be continued? _____

Signature: _____

This checklist is designed to assist applicants in ensuring that their proposal is completed prior to submitting to the State Board. Please *do not* return this form with your application.

Program Approval

If the project entails the creation of a workforce education program, it must have State Board approval and be shown on the college's inventory of approved professional-technical programs or a notice of intent must be on file. Information describing the process and the necessary forms are available at
http://www.workforceed.com/docs/ccPrograms.html

High Demand Project Applications

❍ One application per project/funding request due by 3 p.m. on Thursday, April 25, 2002

❍ Original and ten (10) copies submitted for each application

❍ Original applications submitted on standard 8½' x 11" unruled, white paper (one sided only)

❍ Font size no smaller than 10-point type

❍ Maximum of six pages in length (excluding Cover Page, Budget Summary, and Advisory Committee Membership list forms)

❍ Email version to pward@sbctc.ctc.edu

**Following are the evaluation forms
that will be used by the review committee**

✓ **High Demand Development Projects**

College _____

Reviewer's name and phone number _____

High Demand Projects Evaluation Form 2002-03

Please rate each part using a "Yes" or" No" indicating whether or not in your judgment the plan is adequate and meets the requirements stated in the instructions. <u>*Please circle your response and provide comment—negative or positive—and/or recommendations for improvement*</u>*. (Use the back of the form if more space is required.) Positive as well as negative comments are encouraged.*

1. **Application Summary/Cover Page**

   a. Is the cover page filled out completely and accurately?   Yes   No

      Comments:

   b. Are the required signatures present, reflecting the appropriate liaisons?   Yes   No

      Comments:

2. **Link to Economic Development**

   a. Does the proposal describe the geographic and economic region intended to be served?   Yes   No

      Comments:

   b. Does the proposal provide evidence of the project's link to local economic development strategies and how the project will enhance the economic competitiveness of the region?   Yes   No

      Comments:

3. **Target Population**

   a. Does the proposal describe the target population to be served (including   Yes   No
      recruitment, assessment, and job placement)?

      Comments:

   b. Does the proposal provide evidence that the program will enable participants to   Yes   No
      qualify for living wage jobs?

      Comments:

4. **Partnership**

   a. Does the proposal describe the process that was used in working with industry   Yes   No
      and other local partners to identify the key strategic industry at which the project
      is targeted?

      Comments:

   b. Does the proposal demonstrate active participation by relevant partners?   Yes   No

      Comments:

   c. Is an appropriate advisory committee membership list attached?   Yes   No

      Comments:

5. **Skill Standards**

Does the proposal describe how the plan incorporates industry-defined skill standards   Yes   No
(if available) or other industry-endorsed standards, requirements, or competencies?

Comments:

6. **Integration of Basic Skills and Technical Skills**

   Does the proposal demonstrate the ability to serve students with deficits in basic literacy skills?   Yes   No

   Comments:

7. **Accountability and Reporting**

   Does the proposal describe how the project will be evaluated upon completion to determine its success and needed improvements?   Yes   No

   Comments:

8. **Program Continuation**

   Does the proposal adequately address how the program will be continued following the 2002-03 year?   Yes   No

   Comments:

9. **Plan Budget**

   a. Is the attached budget summary filled out completely and accurately?   Yes   No

       Comments:

   b. Does the budget explain how the expenditures will lead to the accomplishment of the objective of the plan?   Yes   No

       Comments:

   c. Does the proposal include matching funds?   Yes   No

       If so, please list type of match.

Overall Plan Rating

Please give the plan an overall rating score of 0, 1, 2, or 3.

Rating Description	Score (please circle)
The plan is unsatisfactory – do not support	0
The plan is satisfactory with required changes	1

Please list required changes:

The plan is satisfactory – do support	2
The plan is outstanding – support strongly	3